

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: October 26, 2017

PAYROLL LETTER #17-016  
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Debra Spellman, Chief  
Personnel/Payroll Services Division**RE: BU08 UNIFORM AND BOOT ALLOWANCE**

The Uniform and Boot Allowance shall not be considered as compensation for the purpose of retirement contributions (effective May 2, 2017). This is based on an agreement between the State of California and Bargaining Unit 08 CALFIRE - Local 2881, which added Section 12.3.8.1 to the contract. For additional information, refer to the current Memorandum of Understanding with CALFIRE Local 2881 – <http://www.calhr.ca.gov/state-hr-professionals/Pages/bargaining-contracts.aspx>.

**SPECIAL PROCESSING INSTRUCTIONS**

Agencies must process payments for the Uniform and Boot Allowance using Earnings ID 91 by keying a miscellaneous transaction via the Payroll Input Process (PIP) system. Agencies must no longer use Earnings ID S1 to process these payments. Refer to Section K in the Payroll Procedures Manual (PPM) for keying instructions – [http://www.sco.ca.gov/ppsd\\_ppm.html](http://www.sco.ca.gov/ppsd_ppm.html).

**PAYROLL ADJUSTMENTS**

Agencies will need to submit form STD. 674 to request adjustments for all payments that were processed using Earnings ID S1 since May 2, 2017.

Please direct questions regarding the payment as follows:

<u>SUBJECT AREA</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBER</u>
Program Administration (e.g., rules, regulations, benefits/pay impacts)	Personnel Services Branch CalHR	(916) 323-3343
General Payroll Procedures Disability Payroll Procedures Employment History Procedures	Customer Contact Center SCO	(916) 372-7200

DS:CL:PMAB